

Brookfield Housing Authority
3 Brooks Quarry Road
Brookfield, CT 06804-1052
(203) 775-1403 Fax (203) 740 8714

Thursday, November 18, 2021 – Meeting Minutes
Via Zoom

- 1.0 **Call to order:** *The meeting was called to order at 6:01 PM.*

In Attendance:

Commissioners:

*Michael Steele - Chairman, Howard Lasser - Treasurer,
Masarrat Quasar – Secretary, Jo-Ann Gargiulo - Resident Commissioner.*

Management: *Gina Parisi,- General Manager, Matt Fontaine – Controller, DMC*

Absent:

Pledge of Allegiance to the Flag was omitted due to circumstances.

- 2.0 **Approval of Minutes:**

*Jo-Ann made a motion to approve September 16, 2021 minutes. Howard second.
Carried.*

- 3.0 **Treasurer's Report:**

- *Biggest problem is vacancies*
- *Otherwise, financials are looking OK*

- 4.0 **Property Manager's Report:**

- *Attached*

- 5.0 **Commissioner Reports and Updates:**

Chairman:

Sidewalk Project:

- *Last invoice submitted to CHFA*
- *Awaiting invoice for drainage system*

New Commissioner Candidates:

- Candidates will be asked for a short bio and picture
- Will be asked to take on Real Estate video project
- Will be asked to take on Broadband project
- Will be asked to take on hookup of BQ to town water project

Website:

- Possibility of hiring outside firm to update website
- Board asked for suggestions to "flesh out" website

Model Apartment Project:

- Awaiting tub/shower delivery

Secretary:

Resident Commissioner:

- Noted compliments by visitors on new walkways and grounds
- Suggested re-opening of free table in community room
- Discussion of re-opening of community room with restrictions
- Michael motioned. Jo-Ann second. Carried.

6.0 **New Business:**

7.0 **Executive Session:**

- Michael motioned to go to Executive Session. Jo-Ann second. Carried.
- Gina, Matt asked to attend

8.0 **Adjourn:** Howard motioned to adjourn the meeting. Jo-Ann second. Carried.

Meeting adjourned at 7:10PM.

Respectfully submitted by Jo-Ann Gargiulo, Resident Commissioner

Brooks Quarry Apartments
Administrative Report
October 2021

Inspections:

Re-certifications: Completed 99%- 1 still pending
Status of work orders – 14 completed workorders.

Waiting List: Waitlist is closed 08/01/2021- reviewing applications – defer reopening till 2022
Applications:

Occupancy:

- Unit 8³~~A~~ -applicant in process for unit – on hold ***

Administrative:

- Reviewing new applicants to prescreen for waitlist on going
- Working with vendor for sidewalk project
- Notices to tenants regarding final stages of sidewalk project and fall clean ups.

Maintenance:

Rehab Unit- materials ordered to install roll in type shower / tub cut shower, due to unforeseen issues with site renovations, maintenance has been working along side our vendor to repair site lighting, drainage and providing information , was delayed -on hold awaiting materials to be obtained **

Unit 4-2 – 10/01/21 rented up

- Contact made to maintenance regarding cabinet damage
- Contact environmental company
- Recommendation from company presented to Health Dept for guidance
- Remediation companies contacted for mitigation estimates
- Scope of work and timeline in progress, referred for approval

Smoke Detector / Fire Alarm PM Scheduled - completed

Exterior Fall Cleanup – Scheduled for First week of November, pending sidewalk project completed. Notices issued to tenants to prepare for winter months and take items in or properly store them for winter, any items left will be removed at the discretion of management.

Brooks Quarry Apartments is an Equal Opportunity Employer and Provider



Brookfield Housing Authority Profit & Loss

July through October 2021

	Jul 21	Aug 21	Sep 21	Oct 21	TOTAL
Ordinary Income/Expense					
Income					
5120 Rent Revenue	15,665.00	15,665.00	15,665.00	14,689.00	61,684.00
5121 Subsidy Revenue	1,929.00	1,929.00	1,929.00	1,929.00	7,716.00
Rental Income - Excess of Base	1,533.00	1,545.00	1,539.00	1,617.00	6,234.00
5220 Apartments - Vacancy	-1,358.00	-1,358.00	-1,358.00	-925.00	-4,999.00
5910 Laundry & Vending Revenue	0.00	358.75	0.00	0.00	358.75
3510 Sales & Service to tenants	992.00	992.00	992.00	1,023.00	3,999.00
Interest Income	9.91	9.54	8.96	8.83	37.24
Total Income	18,770.91	19,141.29	18,775.96	18,341.83	75,029.99
Expense					
Administrative					
6250 Other Renting Exp	105.17	105.17	105.17	105.17	420.68
6310 Office Salaries	2,026.83	3,053.50	2,040.53	3,995.27	11,116.13
6311-20 Telephone/AnswerService	340.05	365.94	389.11	474.75	1,569.85
6311 Office Supplies/Expense	1,681.87	114.60	275.41	528.36	2,600.24
6320 Management Fee	2,103.50	2,103.50	2,103.50	2,103.50	8,414.00
6340 Legal Expenses	0.00	325.00	50.00	0.00	375.00
6351 Bookkeeping/Accounting	288.75	288.75	288.75	288.75	1,155.00
6370 Bad Debts	556.00	339.00	7.00	0.00	902.00
Total Administrative	7,102.17	6,695.46	5,259.47	7,495.80	26,552.90
Utilities					
6420 Fuel Oil	0.00	19.68	0.00	0.00	19.68
6450 Electricity	523.89	533.60	578.15	550.77	2,186.41
6451 Water	675.00	825.00	380.00	680.00	2,560.00
6454 Cable	1,352.49	1,375.25	1,375.29	1,375.49	5,478.52
Total Utilities	2,551.38	2,753.53	2,333.44	2,606.26	10,244.61
Repairs & Maintenance					
Contracts					
6520-20 Exterminating Contract	135.00	135.00	135.00	0.00	405.00
6520-30 Grounds Contract	1,416.66	1,416.66	1,526.66	1,416.66	5,776.64
6520-40 Repair Contract	812.00	1,764.00	3,157.65	3,683.38	9,417.03
6525 Trash Removal	556.42	556.42	560.00	552.84	2,225.68
6546 HVAC Contract/Repairs	251.18	251.18	961.18	251.18	1,714.72
Total Contracts	3,171.26	4,123.26	6,340.49	5,904.06	19,539.07
Supplies					
6515-40 Repair Material	482.75	605.32	117.99	378.52	1,584.58
Total Supplies	482.75	605.32	117.99	378.52	1,584.58
Total Repairs & Maintenance	3,654.01	4,728.58	6,458.48	6,282.58	21,123.65
Taxes & Insurance					
6711 Payroll Taxes	243.22	366.42	244.86	479.44	1,333.94
6720 Property Liability Insuran	1,425.17	1,425.17	1,420.15	1,420.15	5,690.64
6722 Worker's Comp. Insurance	60.81	91.60	61.21	119.86	333.48
6723 Health Insurance	95.43	315.90	161.24	542.94	1,115.51
Total Taxes & Insurance	1,824.63	2,199.09	1,887.46	2,562.39	8,473.57

Brookfield Housing Authority Profit & Loss

July through October 2021

	Jul 21	Aug 21	Sep 21	Oct 21	TOTAL
Total Expense	15,132.19	16,376.66	15,938.85	18,947.03	66,394.73
Net Ordinary Income	3,638.72	2,764.63	2,837.11	-605.20	8,635.26
Other Income/Expense					
Other Income					
5930 Grant Revenue	0.00	33,725.00	0.00	55,046.25	88,771.25
Total Other Income	0.00	33,725.00	0.00	55,046.25	88,771.25
Other Expense					
7026 Replacement Reserve	875.00	875.00	875.00	875.00	3,500.00
7027 Replacement Rsrv Offset	-875.00	-875.00	-875.00	-875.00	-3,500.00
Total Other Expense	0.00	0.00	0.00	0.00	0.00
Net Other Income	0.00	33,725.00	0.00	55,046.25	88,771.25
Net Income	3,638.72	36,489.63	2,837.11	54,441.05	97,406.51

Brookfield Housing Authority

Profit & Loss Budget vs. Actual

July through October 2021

	Jul - Oct 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5120 Rent Revenue	61,684.00	62,247.68	-563.68	99.09%
5121 Subsidy Revenue	7,716.00	4,365.00	3,351.00	176.77%
Rental Income - Excess of Base	6,234.00	6,550.32	-316.32	95.17%
5220 Apartments - Vacancy	-4,999.00	2,064.00	-7,063.00	-242.2%
5410 Revenue - Operating Int	0.00	41.32	-41.32	0.0%
5910 Laundry & Vending Revenue	358.75	466.68	-107.93	76.87%
3510 Sales & Service to tenants	3,999.00	3,857.68	141.32	103.66%
Interest Income	37.24			
Total Income	75,029.99	79,592.68	-4,562.69	94.27%
Expense				
Administrative				
6203 Conventions & Meetings	0.00	0.00	0.00	0.0%
6210 Advertising & Marketing	0.00	0.00	0.00	0.0%
6250 Other Renting Exp	420.68	420.68	0.00	100.0%
6310 Office Salaries	11,116.13	9,906.00	1,210.13	112.22%
6311-20 Telephone/AnswerService	1,569.85	615.32	954.53	255.13%
6311 Office Supplies/Expense	2,600.24	3,871.68	-1,271.44	67.16%
6320 Management Fee	8,414.00	8,414.00	0.00	100.0%
6340 Legal Expenses	375.00	344.32	30.68	108.91%
6350 Auditing Expenses	0.00	2,100.00	-2,100.00	0.0%
6351 Bookkeeping/Accounting	1,155.00	1,155.00	0.00	100.0%
6370 Bad Debts	902.00			
Total Administrative	26,552.90	26,827.00	-274.10	98.98%
Utilities				
6420 Fuel Oil	19.68	4.00	15.68	492.0%
6450 Electricity	2,186.41	3,472.00	-1,285.59	62.97%
6451 Water	2,560.00	2,306.32	253.68	111.0%
6452 Gas	0.00	0.00	0.00	0.0%
6453 Sewer	0.00	1,600.00	-1,600.00	0.0%
6454 Cable	5,478.52	5,077.32	401.20	107.9%
Total Utilities	10,244.61	12,459.64	-2,215.03	82.22%
Repairs & Maintenance				
Contracts				
6520-20 Exterminating Contract	405.00	540.00	-135.00	75.0%
6520-30 Grounds Contract	5,776.64	6,857.16	-1,080.52	84.24%
6520-40 Repair Contract	9,417.03	13,665.68	-4,248.65	68.91%
6525 Trash Removal	2,225.68	2,061.00	164.68	107.99%
6546 HVAC Contract/Repairs	1,714.72	2,810.00	-1,095.28	61.02%
6548 SnowRemoval Contract/Suppl	0.00	0.00	0.00	0.0%
Total Contracts	19,539.07	25,933.84	-6,394.77	75.34%
Supplies				
6515-40 Repair Material	1,584.58	2,417.32	-832.74	65.55%

Brookfield Housing Authority
Profit & Loss Budget vs. Actual
July through October 2021

	<u>Jul - Oct 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total Supplies	1,584.58	2,417.32	-832.74	65.55%
Total Repairs & Maintenance	21,123.65	28,351.16	-7,227.51	74.51%
Taxes & Insurance				
6711 Payroll Taxes	1,333.94	1,260.32	73.62	105.84%
6720 Property Liability Insuran	5,690.64	5,968.00	-277.36	95.35%
6722 Worker's Comp. Insurance	333.48	292.32	41.16	114.08%
6723 Health Insurance	1,115.51	392.00	723.51	284.57%
Total Taxes & Insurance	8,473.57	7,912.64	560.93	107.09%
Total Expense	66,394.73	75,550.44	-9,155.71	87.88%
Net Ordinary Income	8,635.26	4,042.24	4,593.02	213.63%
Other Income/Expense				
Other Income				
5930 Grant Revenue	88,771.25			
Total Other Income	88,771.25			
Other Expense				
7026 Replacement Reserve	3,500.00	3,500.00	0.00	100.0%
7027 Replacement Rsrv Offset	-3,500.00	-3,500.00	0.00	100.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	88,771.25	0.00	88,771.25	100.0%
Net Income	<u>97,406.51</u>	<u>4,042.24</u>	<u>93,364.27</u>	<u>2,409.72%</u>

Brookfield Housing Authority Balance Sheet

As of October 31, 2021

	Jul 31, 21	Aug 31, 21	Sep 30, 21	Oct 31, 21
ASSETS				
Current Assets				
Checking/Savings				
1120 Checking 1108	0.00	0.00	0.00	90,000.00
1123 CHFA Sidewalk 7761	100.00	85.00	85.00	5,200.00
1120 Checking 1610	101,147.40	99,803.12	102,076.04	2,645.81
1121 Security Deposits 3400	5,047.59	5,047.84	5,047.84	5,047.97
1122 BHA Grant 1545	45,063.42	45,063.42	45,063.42	45,063.42
Petty Cash	100.00	100.00	100.00	100.00
Total Checking/Savings	151,458.41	150,099.38	152,372.30	148,057.20
Accounts Receivable				
1130 Accounts Receivable	6,730.72	9,032.72	8,912.72	9,662.72
Total Accounts Receivable	6,730.72	9,032.72	8,912.72	9,662.72
Other Current Assets				
1140 - AR Operating	0.00	0.00	0.00	7,160.90
1200 Prepaid Expenses	3,168.38	2,812.03	2,455.68	2,099.33
Rehabilitation Funds Receivable	70,815.97	70,815.97	70,815.97	70,815.97
Unexpired Insurance	329.10	386.15	295.40	204.65
Total Other Current Assets	74,313.45	74,014.15	73,567.05	80,280.85
Total Current Assets	232,502.58	233,146.25	234,852.07	238,000.77
Fixed Assets				
1405 - Development Cost	1,112,596.92	1,112,596.92	1,112,596.92	1,112,596.92
1405 Capital Improvements	4,110.00	4,110.00	4,110.00	4,110.00
1410 Land	585,720.00	585,720.00	585,720.00	585,720.00
1415 Land Improvements	0.00	33,725.00	33,725.00	83,671.25
1490 Building Improvements	24,627.90	24,627.90	24,627.90	24,627.90
Furniture & Equipment	134,983.00	134,983.00	134,983.00	134,983.00
Capital Improvements	437,745.31	437,745.31	437,745.31	437,745.31
Rehab Program Expenditures	554,388.03	554,388.03	554,388.03	554,388.03
1495 Accumulated Depreciation	-999,871.03	-999,871.03	-999,871.03	-999,871.03
Total Fixed Assets	1,854,300.13	1,888,025.13	1,888,025.13	1,937,971.38
Other Assets				
RAP Subsidy Receivable	1,498.00	3,427.00	5,356.00	7,285.00
Total Other Assets	1,498.00	3,427.00	5,356.00	7,285.00
TOTAL ASSETS	2,088,300.71	2,124,598.38	2,128,233.20	2,183,257.15
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2110 Accounts Payable	11,021.09	10,664.13	11,066.84	12,209.74
Total Accounts Payable	11,021.09	10,664.13	11,066.84	12,209.74
Other Current Liabilities				
2210 Deferred Grant Rev	70,815.97	70,815.97	70,815.97	70,815.97
2123 Accrued Expenses	3,517.02	3,682.02	4,077.02	3,517.02
2191 Security Deposit Payable	4,243.00	4,243.00	4,243.00	4,243.00

Brookfield Housing Authority

Balance Sheet

As of October 31, 2021

	Jul 31, 21	Aug 31, 21	Sep 30, 21	Oct 31, 21
2210 Prepaid Rent	2,206.00	2,206.00	2,206.00	2,206.00
Sundry Accounts Payable	156,000.02	156,000.02	156,000.02	156,000.02
Total Other Current Liabilities	236,782.01	236,947.01	237,342.01	236,782.01
Total Current Liabilities	247,803.10	247,611.14	248,408.85	248,991.75
Total Liabilities	247,803.10	247,611.14	248,408.85	248,991.75
Equity				
3132 Temp Restricted NA - State	1,979,851.57	1,979,851.57	1,979,851.57	1,979,851.57
3132 Temp Restricted NA - Town	374,890.00	374,890.00	374,890.00	374,890.00
Unrestricted NA	-517,882.68	-517,882.68	-517,882.68	-517,882.68
Net Income	3,638.72	40,128.35	42,965.46	97,406.51
Total Equity	1,840,497.61	1,876,987.24	1,879,824.35	1,934,265.40
TOTAL LIABILITIES & EQUITY	<u>2,088,300.71</u>	<u>2,124,598.38</u>	<u>2,128,233.20</u>	<u>2,183,257.15</u>